

# Employer Advisor

## DON'T DELAY

### Opt In for Electronic Correspondence Today!

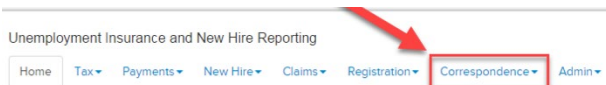


Our secure website allows you to access many commonly used Unemployment Insurance (UI) letters and forms online, rather than waiting for mail delivery. In addition, you can fill out and return many of the forms requested by the UI Division electronically.

Electronic correspondence is a great tool to effectively and securely manage your UI account. With electronic correspondence, communication occurs faster, documents are more secure, lost mail is eliminated and mail costs are reduced. You will be notified by email when new documentation is available in your electronic correspondence inbox.

As the electronic correspondence administrator you can also manage user access, adding or subtracting additional staff and authorizing receipt of selected confidential documents.

You can sign up in minutes, and will immediately be able to view your correspondence history online.



To opt in for electronic correspondence:

- Go to [jobs.utah.gov/ui/Employer](http://jobs.utah.gov/ui/Employer)
- Click on the "Correspondence" tab
- Select "View Correspondence Inbox" and sign in to your user account. There you will find instructions to opt in.

Enjoy the benefits from enrolling in electronic correspondence:

- Email notification when new correspondence is available
- Convenience and security
- Protected business information
- Reduced postage costs

## Reimbursable Employers

**NEW** jobs.utah.gov update allows for easier filing online

Go to [jobs.utah.gov/ui/employer/employerhome.aspx](http://jobs.utah.gov/ui/employer/employerhome.aspx) to file reports, view tutorials and more.

For additional questions, use our online chat feature or call 801-526-9235.

**NOTE:** Beginning Q3 2017, the Insured Employment and Wage Report (Form 794) form will no longer be automatically mailed to you.



**Post your jobs online:**  
[jobs.utah.gov/employer](http://jobs.utah.gov/employer)

**Occupational wage data:** [jobs.utah.gov/wi](http://jobs.utah.gov/wi)

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## KEVIN BURT New UI Division Director



In April 2017, the Department of Workforce Services selected Kevin Burt as the new director of Utah's UI Division. Kevin succeeded Michelle Beebe, who departed for a new opportunity with the state of Michigan.

Kevin most recently served as an assistant director in the department's Eligibility Services Division, overseeing eligibility policy, procedures, training, compliance and audits for the many programs determined by Utah's integrated eligibility system. Kevin has been a part of Workforce Services for 15 years, first as an employment counselor with the Workforce Development Division, and then moving to the Eligibility Services Division. Kevin earned a bachelor's degree in social work from Utah State University and a master's degree in business administration from Weber State University.

### New

#### Workforce Services Logo

In addition to the new department logo, each public-facing division has a logo to help emphasize the range of programs and services offered.

For more information on the new logos view our blog [here](#).



## COMPLIANCE TEAM SPOTLIGHT



Left to right: Lily Sparks, Noah Zemke, Carina Larson, Julie Godfrey, Dereje Shawl, Jelena Pasalic, Amy Bethel, Siupeli Vainuku, John Pace. Not pictured: Charlie Basta.

The primary role of the UI Compliance Team is to assist employers or their agents (i.e., payroll companies, PEO's, CPA and accounting firms, bookkeepers, etc.) with submitting quarterly UI Contribution reports and New Hire reports timely and accurately. The Compliance Team answers employer inquiries via phone, live online chats, mail, email, and also in-person during site visits to businesses. Inquiries may include questions about filing reports, amendments, out-of-state employers, out-of-balance issues,

discrepancies on reports, reviewing the status of existing accounts, and independent contractors.

By assisting employers in submitting reports and paying their UI Quarterly Contributions timely, the UI Compliance Team helps to ensure that employers are eligible for federal tax credits up to 90 percent on their federal unemployment tax. Additionally, they work to protect the integrity of the UI Trust Fund for the employers and employees of the state of Utah.